

**We Protect Hoosiers and Our Environment**  
**Environmental Management**



# **NetDMR Miscellaneous** **(Revise, Import, Print** **NetDMRs) Walk-Through**

NetDMR Test:

<https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>

NetDMR Live/Production:

<https://netdmr.epa.gov/netdmr/public/home.htm>



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# **IDEM NetDMR Contact Information**

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**[rmcdanie@idem.in.gov](mailto:rmcdanie@idem.in.gov)**

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**[munnery@idem.in.gov](mailto:munnery@idem.in.gov)**



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# IDEM NetDMR Training

- Located at <http://www.in.gov/idem/6765.htm> for IDEM NetDMR training information:
  - 1. *NetDMR Registration Walk-Through*
  - 2. *NetDMR Data Entry Walk-Through*
  - 3. *NetDMR Miscellaneous (Revise, Import, Print) Walk-Through*
    - Revising NetDMRs
    - Importing Data to NetDMR
    - Viewing/Printing the completed NetDMR



## **NetDMR test vs. production/live**

- **IDEM suggests the NetDMR user first try NetDMR in a test environment, prior to registering for the NetDMR live/production system.**
- **Use the following instructions for NetDMR test**
- **Upon (IDEM) approval, use them for NetDMR live (production) system, for DMR submittal**



## **NetDMR test vs. production/live**

- NetDMR Test – not connected to EPA database
  - Used to see how to register for NetDMR
  - And how to submit a NetDMR and MMR/MRO
- NetDMR (live/production) – uploads to EPA database every night
  - Requires the submittal of Subscriber Agreement
  - Used to satisfy DMR and MMR/MRO requirement



# **NetDMR Miscellaneous Outline**

- **I. Revise a Submitted NetDMR**
- **II. Import Data**
- **III. View/Print the NetDMR, MMR/MRO**
  - Quick View methods
    - From NetDMR or Email Attachment
  - Download method
    - From NetDMR (includes instructions for viewing, saving, printing)





## Part I. Revise a Submitted NetDMR

- Login to NetDMR -  
At All DMRs & CORs  
tab: make sure your  
permit ID is visible
- Scroll down; select  
“Signed & Submitted”  
and Click “Search”

Search: **All DMRs & CORs** Permit ID Users

**All DMRs & Copies of Record (CORs)**

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:**  Update

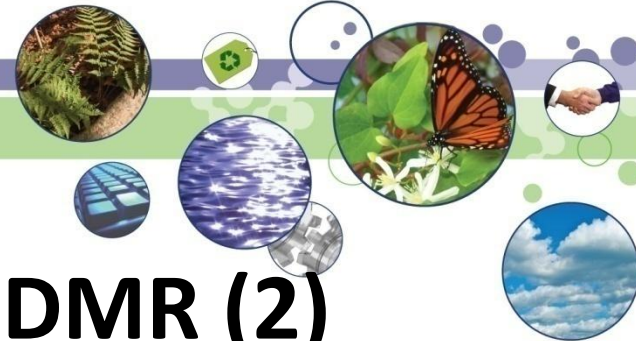
☐ **Facility:**  Update

**Status:**

Ready for Data Entry  
NetDMR Validation Errors  
NetDMR Validated  
**Imported**  
**Signed & Submitted**  
Submission Errors/Warnings  
Completed

(Hold down CTRL or Mac command key to select/deselect multiple)

**COR Confirmation #:**



## Revise a Submitted NetDMR (2)

- “Next Step” column should have “Correct DMR” displayed in drop-down box
  - Click “Go”
  - Make changes
  - Re-sign and Submit

DMR/COR Search Results

One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
<div>Correct DMR</div> <div>Go</div>	IN0038873	DOE CREEK MIDDLE SCHOOL	001	001-A	DOE CREEK TO BUCK CREEK	02/29/12	03/28/12	Signed & Submitted	02/23/12	<div>Check All</div> <div>Clear All</div>	<div>Check All</div> <div>Clear All</div>

Note: See the NetDMR Data Entry Walk-Through for more details about entering data, attaching the MMR/MRO, signing the DMR and submitting

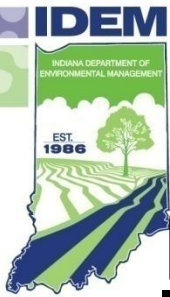




## Part II. Import Data

- As an alternative to Data Entry, the NetDMR user can Import Data, as per specific instructions in NetDMR “Help”
- Must add MMR/MRO attachment after Import submittal
- Email [gstarks@idem.in.gov](mailto:gstarks@idem.in.gov) if you have questions

Import DMR File Specifications					
#	Grouping	Header	Short Description	Full Description	
1	DMR	permitted_feature_id	Permitted Feature ID	The alphanumeric identifier or name assigned by a permit issuing organization to identify a permitted unit, feature, or process	L
2		limit_set_txt	Limit Set Designator	The unique identifier for a particular grouping of limits for a given outfall or discharge point for reporting purposes	A
3		mped_txt	Monitoring Period End Date (yyyy-mm-dd)	The Monitoring Period End Date (MPED) for a given DMR.	2/3
4	Parameter	parameter_cd	Parameter Code	The unique code identifying the parameter within the pollutant	T
5		monitor_location_cd	Monitoring Location Code	The code that the monitoring location at which the monitoring requirement (and effluent limit if limited) applies.	R
6		season_num	Season Number	Unique number between 0 and 12 inclusive that identifies a particular seasonal limit for the same parameter within a single limit start and end date.	1



## **Part III. Print/View the NetDMR**

- **DMR and MMR/MRO Quick View Method**
  - In NetDMR: Can extract/unzip DMR to view
    - (but cannot view MMR/MRO)
  - From email attachment: Can extract DMR to view
    - and pdf MMR/MRO is available to view
- **DMR and MMR/MRO Download (in NetDMR)**
  - Create a file folder to store downloads
  - Download/Extract DMR to view/save
    - can also view/save MMR/MRO, attachments



# DMR Quick View Method In NetDMR

- In NetDMR: On Search Tab – Click on “CORs” (Copy of Record)
- Enter Permit ID, one date range, “Search”
- Double click the date in resulting “COR Received Date” column. This example has two dates due to a revision

Search CORs

Search for CORs using any combination of search criteria. For text and numeric information, you can enter full or partial criteria. For example, entering a Permit ID of '2345' would return 'TX12345' and 'TX82345'.

Permit ID:

Monitoring Period End Date Range:   (mm/dd/yyyy)

Submitted Date:   (mm/dd/yyyy)

Signatory First Name:

Confirmation Number:

Include repudiated CORs? ☐

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All
Correct DMR <input type="button" value="Go"/>	IN0039873	DOE CREEK MIDDLE SCHOOL	001	001-A	DOE CREEK TO BUCK CREEK	02/29/12	03/28/12	Submission Errors/Warnings	03/09/12 12/23/12	<input type="checkbox"/>

# DMR Quick View Method in NetDMR(2)

- Can scroll down to see all data, to see if there are any attachments and see who electronically signed
- Can “X” out of this view

**DMR Copy of Record**

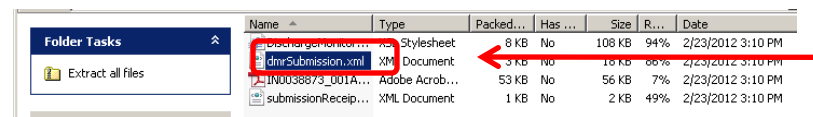
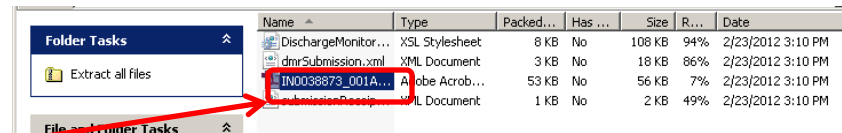
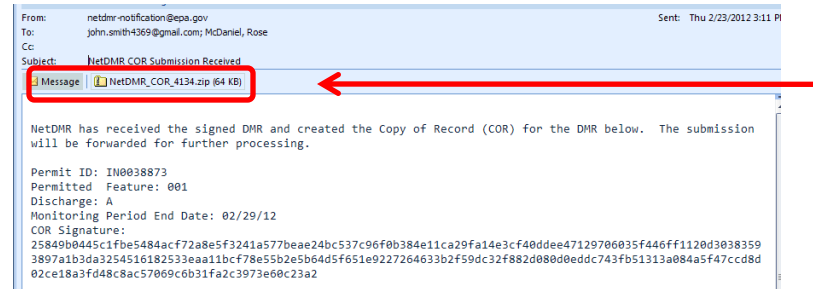
---

<b>Permit</b>		<b>Permittee:</b> LILY GROUP INC - LANDREE MINE		<b>Facility:</b> LILY GROUP INC - LANDREE MINE						
<b>Permit #:</b>	ING040249	<b>Permittee Address:</b>	15127 W CR 700 N JASONVILLE, IN 47438	<b>Facility Location:</b>	15127 W CR 700 N NW OF CR 1500 W & CR 700 N INTERSECTION JASONVILLE, IN 47438					
<b>Major:</b>		<b>Discharge:</b>	005-A ACID, S-0363 LAN-5, UNT TO POWELL CR							
<b>Permitted Feature:</b> 005 External Outfall										
<b>Report Dates &amp; Status</b>										
<b>Monitoring Period:</b> From 04/01/12 to 04/30/12		<b>DMR Due Date:</b> 05/28/12		<b>Status:</b> NetDMR Validated						
<b>Considerations for Form Completion</b>										
ACID COAL MINE GREENE COUNTY										
<b>Principal Executive Officer</b>										
<b>First Name:</b> Ronald		<b>Title:</b> V.P. Engineering		<b>Telephone:</b> 812-564-8308						
<b>Last Name:</b> Pickering										
<b>No Data Indicator (NODI)</b>										
Form NODI: --										
Parameter Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Quantity or Loading	Quality or Concentration	# of Ex.	Frequency of Analysis	Sample Type	
					Qualifier 1 Value 1 Qualifier 2 Value 2 Units	Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3				
00400	pH	1 - Effluent Gross O		--	Sample	= 7.5	= 7.5	12 - SU	01/07 - Weekly	GR - GRAB
					Permit Req.	>= 6 DAILY MN	<= 9 DAILY MX	12 - SU	01/07 - Weekly	GR - GRAB
					Value NODI					
00530	Solids, total suspended	1 - Effluent Gross O		--	Sample	= 10	= 10	19 - mg/L	01/07 - Weekly	GR - GRAB
					Permit Req.	<= 35 DAILY AV	<= 70 DAILY MX	19 - mg/L	01/07 - Weekly	GR - GRAB
					Value NODI					
00545	Solids, settleable	1 - Effluent Gross O		--	Sample	Req Mon DAILY AV	<= .5 DAILY MX	25 - mL/L	01/07 - Weekly	GR - GRAB
					Permit Req.	9 - Conditional Monitoring - Not Required This Period	9 - Conditional Monitoring - Not Required This Period			
					Value NODI					
					Samole	< 0.05	< 0.05	19 -	01/30 -	GR -



# DMR Quick View Method From Email

- From Your Email  
“NetDMR COR Submission Received”  
double click on attachment
  - Note: the pdf MRO is ready to view
- Single click on  
“dmrSubmission.xml”  
to select the DMR

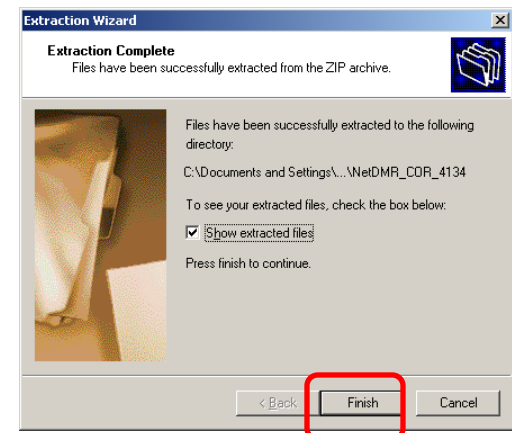
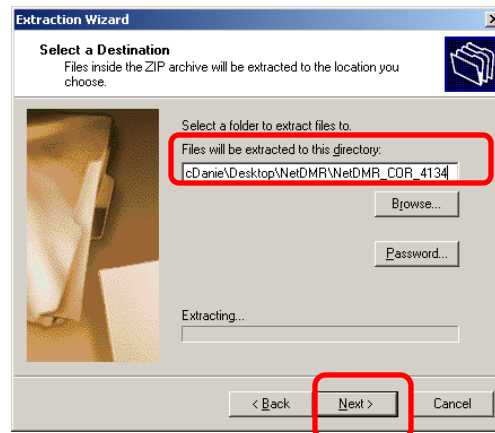
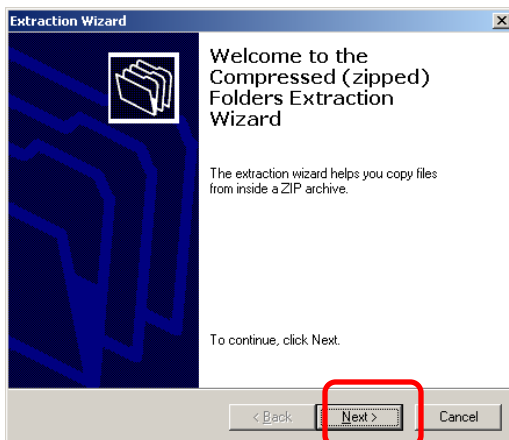
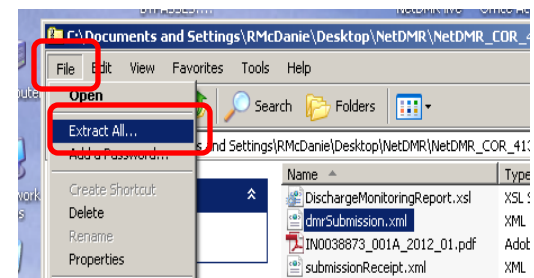






# DMR Quick View Method From Email(2)

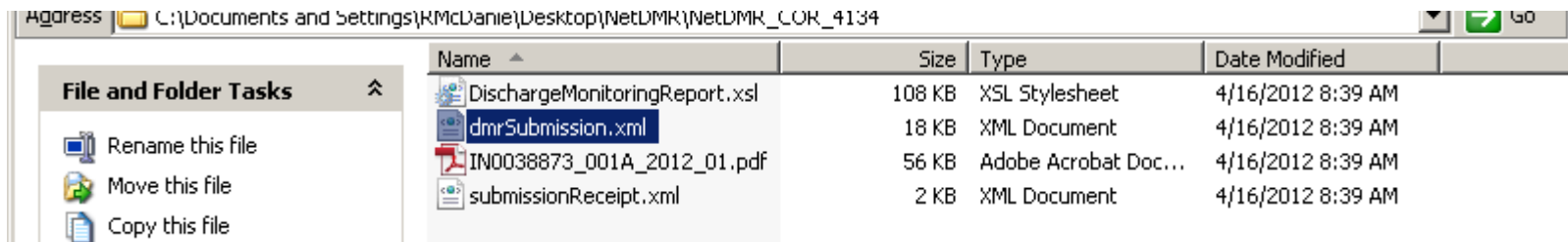
- Select “File”, “Extract All”
- As per wizard, select “Next”
- (destination folder is same) “Next”, “Finish”



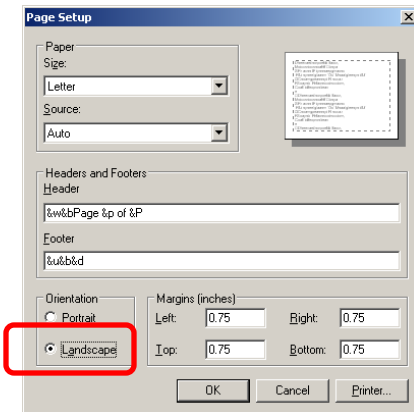


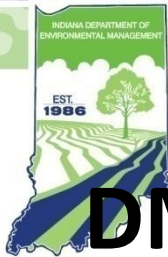
# DMR Quick View Method From Email(3)

“dmrSubmission.xml” should now be readable/printable



- Double click on the “dmrSubmission.xml” file
- To Print: in Page Setup or in Print Preview, change the DMR to “Landscape” Orientation - Print





# DMR Quick View Method from Email(4)

Can scroll  
down to see  
all data, to  
see if there  
are any  
attachments  
and see who  
electronically  
signed

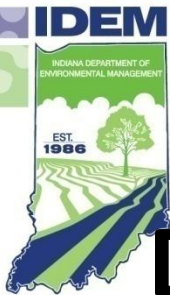
DMR Copy of Record Page 1 of 2

**DMR Copy of Record**

Permit #: **IN0038873** Permittee: DOE CREEK MIDDLE SCHOOL Facility: DOE CREEK MIDDLE SCHOOL  
 Major: Permittee Address: 2279 S 600 W NEW PALESTINE, IN 461639801 Facility Location: 2279 S 600 W NEW PALESTINE, IN 461639801  
 Permitted Feature: 001 External Outfall Discharge: **001-A** DOE CREEK TO BUCK CREEK  
 Report Dates & Status  
 Monitoring Period: From 02/01/12 to 02/29/12 DMR Due Date: 03/28/12 Status: **NetDMR Validated**  
 Considerations for Form Completion  
 FLOW METER(S) SHALL BE CALIBRATED AT LEAST ONCE ANNUALLY. SEMI PUBLIC HANCOCK COUNTY  
 Principal Executive Officer  
 First Name: Title: Telephone:  
 Last Name:  
 No Data Indicator (NODI)  
 Form NODI: --

Parameter Code	Monitoring Location	Season	Param. #	NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Frequency of Analysis	Sam. Type
					Qualifier	Value	Units	Qualifier	Value	Units			
00300 Oxygen dissolved (DO)	1 - Effluent Gross	2	--	Sample							19	01/07 - 02/07	GR - GRAB
				Permit Req.							19	02/07 - 02/07	GR - GRAB
				Value NODI									
				Sample									
00400 pH	1 - Effluent Gross	0	--	Sample						8.2	02/07 - 02/07	GR - GRAB	
				Permit Req.							9	02/07 - 02/07	GR - GRAB
				Value NODI									
				Sample									
00530 Solids, total suspended	1 - Effluent Gross	2	--	Sample	1.79	2.5	26 - lb/d			10.6	01/07 - 01/07	24 - COMB	
				Permit Req.	5.6 MO Avg	8.4 MO WK Avg	26 - lb/d			45 MO WK Avg	19 - 24 - COMB		
				Value NODI									
				Sample	0.02	0.02	26 - lb/d			0.12	01/07 - 01/07	24 - COMB	
Nitrogen,	1 - Effluent			Permit	3 MO	5 MO				1.6	2.4 MO 19 -	01/07 - 24 -	

file:///C:/Documents and Settings/RMcDaniel/Local Settings/Temporary Internet Files/Content.Outlook/WUY51QOP/NetDMR\_C... 6/8/2012

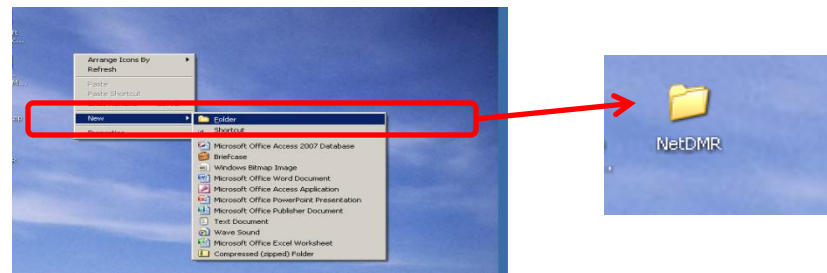


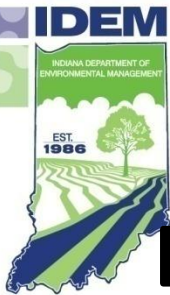
# DMR and MMR/MRO Download

- First, create a file on desktop called “NetDMR”
  - (This file can be used to hold NetDMR files thereafter, so this step only needs to be done once.)

## Process:

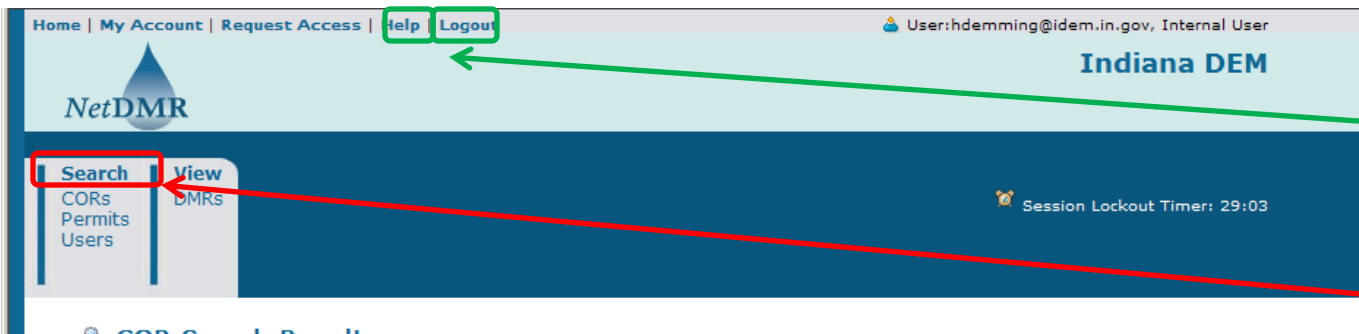
Right-click on desktop  
Select “New”, then  
“Folder”.  
While highlighted,  
name it “NetDMR”

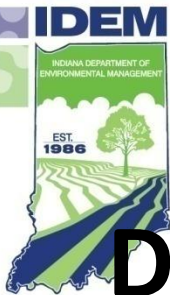




## DMR and MMR/MRO Download (2)

- Go to NetDMR and Login:  
<https://netdmr.epa.gov/netdmr/public/home.htm>
- Locate the Search Tab – also note:
  - The “Help” choice is a good information resource
  - “Logout” is also available on this page





# DMR and MMR/MRO Download (3)

- In NetDMR: On Search Tab – Click on “CORs” (Copy of Record)
- Enter Permit ID, one date range, “Search”
- Check the box in the “Include in Batch COR Download” column and click on “Download Checked CORs”

File Edit View Favorites Tools Help  
ICIS NPDES: Search CORs x  
Session Lockout Timer: 25:05

Permit ID: IN0038881 Update  
Facility: All Update  
Note: The Update buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.  
Permitted Feature: All Update  
Discharge: All  
Monitoring Period End Date Range: 02/01/2012 02/29/2012 (mm/dd/yyyy)

Confirmation Number  
Include repudiated CORs? ☐  
Search Cancel

Manage Access Requests Search All DMRs & CORs Permits Users Import DMRs Perform Import Check Results View Permits Users Download Blank DMR Form Session Lockout Timer: 28:00

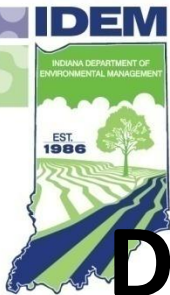
New Search | Refine Search | Refresh DMR Data | Sign & Submit Checked DMRs | Download Checked CORs | Update NDOI

DMR/COR Search Results

One item found

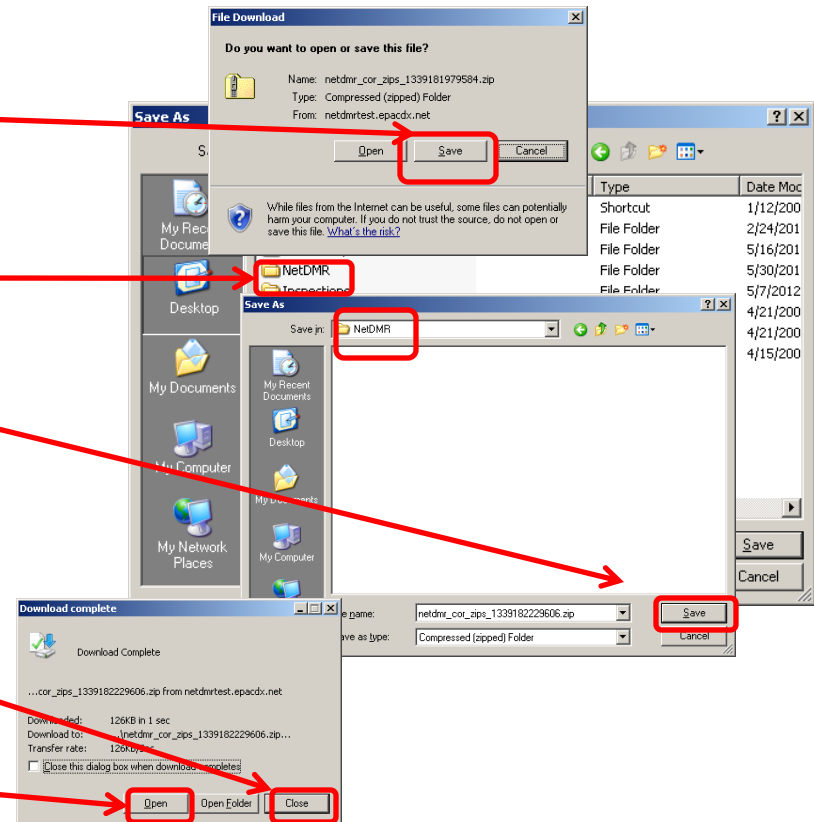
Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Download	Include in Batch CO Download
Correct DMR	IN0038873	DOE CREEK MIDDLE SCHOOL	001	001-A	DOE CREEK TO BUCK CREEK	02/28/12	03/28/12	Submission Errors/Warnings	03/29/12 02/23/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



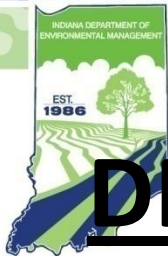


# DMR and MMR/MRO Download (4)

- At prompt choose “Save”
- Locate the NetDMR file folder (you created) on your desktop – “Save”
- Can then “Close” and go to NetDMR file on Desktop to open
- Or “Open”







# DMR and MMR/MRO Download(5)

- When the “NetDMR” file (on desktop) is open:
  - Open (double click on) the correct file:  
“netdmr\_cor\_zipx\_#####.zip”

File and Folder Tasks		Name	Size	Type
		netdmr_cor_zips_1339606952349.zip	1,481 KB	Compressed (zippe...

- There may be more than one that was downloaded due to revisions

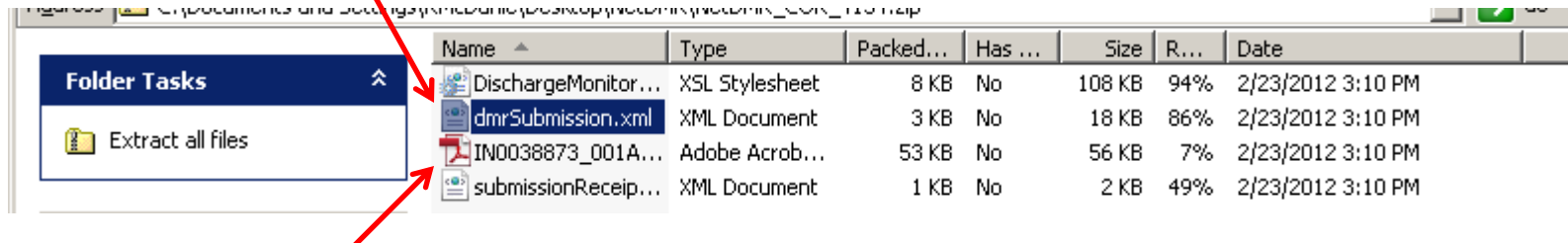
- Open (double click on) the correct file:  
“IN00XXXXX\_00X-A\_MM\_DD\_YYYY\_#####.zip”

Folder Tasks		Name	Type	Packed...	Has ...
		IN0038873_001-A_2_29_2012_2_23_2012_1339680994552_2.zip	Compressed (...)	64 KB	No
		IN0038873_001-A_2_29_2012_3_9_2012_1339680994474_1.zip	Compressed (...)	64 KB	No



# DMR and MMR/MRO Download(6)

- There should be at least 4 components
- Click once on “dmrSubmission.xml” to select DMR

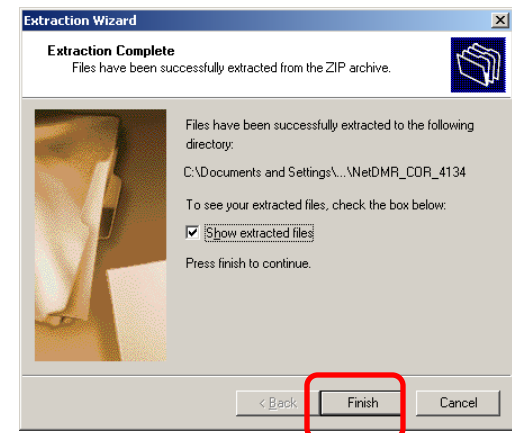
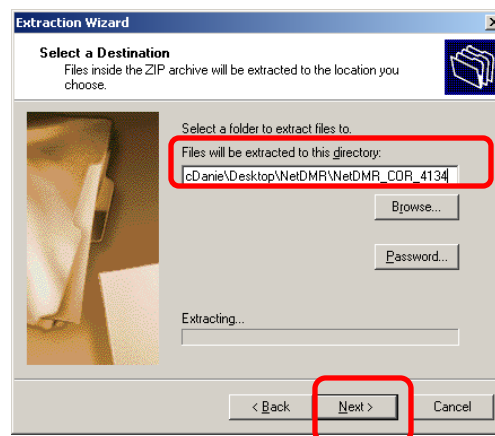
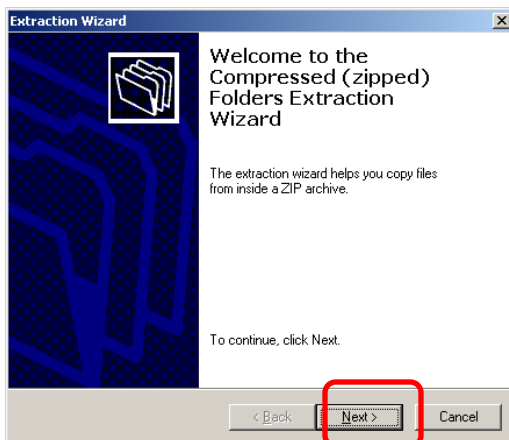
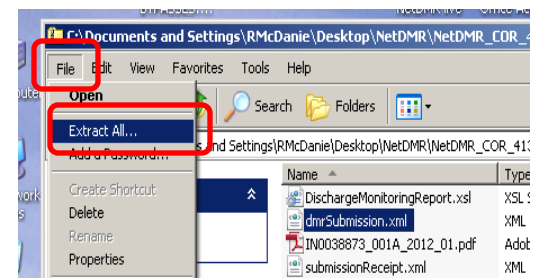


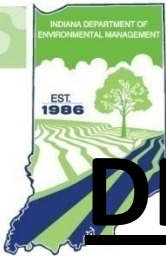
**Note:** MMR/MRO is already viewable as a pdf document



# DMR and MMR/MRO Download(7)

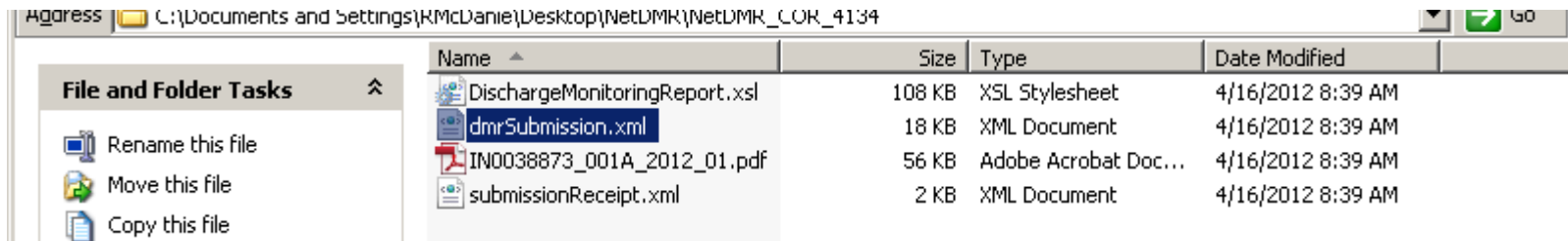
- Select “File”, “Extract All”
- As per wizard, select “Next”
- (destination folder is same) “Next”, “Finish”



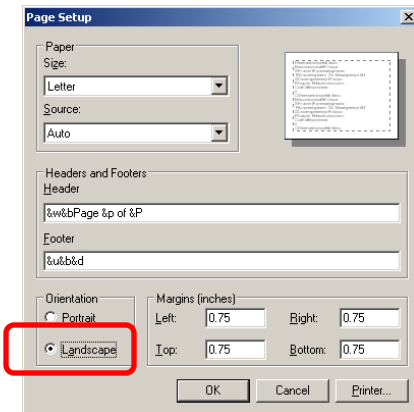


# DMR and MMR/MRO Download(8)

“dmrSubmission.xml” should now be readable/printable



- Double click on the “dmrSubmission.xml” component
- In Page Setup or in Print Preview, change the DMR to “Landscape” Orientation - Print





# Printed COR (page 1)



DMR Copy of Record

Page 1 of 2

## DMR Copy of Record

### Permit

Permit #: **IN0038873**

Permittee: DOE CREEK MIDDLE SCHOOL

Facility: DOE CREEK MIDDLE SCHOOL

Major:

Permittee Address: 2279 S 600 W  
NEW PALESTINE, IN  
461639801

Facility Location: 2279 S 600 W  
1/4 MILE SOUTH OF CR 20  
S  
NEW PALESTINE, IN  
461639801

Permitted Feature: 001  
External Outfall

Discharge: **001-A**  
DOE CREEK TO BUCK CREEK

### Report Dates & Status

Monitoring Period: From 02/01/12 to 02/29/12 DMR Due Date: **03/28/12**

Status: **NetDMR Validated**

### Considerations for Form Completion

FLOW METER(S) SHALL BE CALIBRATED AT LEAST ONCE ANNUALLY. SEMI PUBLIC HANCOCK COUNTY

### Principal Executive Officer

First Name:

Title:

Telephone:

Last Name:

### No Data Indicator (NODI)

Form NODI: --

Parameter Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Quantity or Loading					Quality or Concentration					# of Bk.	Frequency of Analysis	Sam. Tys	
					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3				Value 3
00300	Oxygen, Dissolved (DO)	1 - Effluent Gross	2	--	Sample					=	10.9			19 - mg/L	01/07 - Weekly	G2 - GRAB		
					Permit Req.					>=	5 DLYAVMIN			19 - mg/L	02/07 - Twice Every Week	G2 - GRAB		
					Value NODI													
00400	pH	1 - Effluent Gross	0	--	Sample					=	7.5		=	8.2 12 - SU	02/07 - Twice Every Week	GR - GRAB		
					Permit Req.					>=	6 DAILY MN		<=	9 DAILY MX	12 - SU	02/07 - Twice Every Week	GR - GRAB	
					Value NODI													
00530	Solids, total suspended	1 - Effluent Gross	2	--	Sample	=	1.79	=	2.5 26 - lb/d		=	12.4	=	10.6 19 - mg/L	01/07 - Weekly	24 - CDMF		
					Permit Req.	<=	5.6 MO A/G	<=	8.4 MX WK AV	26 - lb/d		<=	30 MO A/G	<=	45 MX WK AV	19 - mg/L	01/07 - Weekly	24 - CDMF
					Value NODI													
														19 -	01/07 -	24 -		





Print:

# Environmental Management

## Printed COR (page 2)



DMR Copy of Record

Page 2 of 2

00610	Nitrogen, ammonia total (as N)	1 - Effluent Gross	2	--	Sample	=	0.02	=	0.02	26 - lb/d			=	0.1	=	0.12	mg/L	Weekly	COMF
					Permit Req.	<=	3 MO AVG	<=	5 MX WK AV	26 - lb/d			<=	1.6 MO AVG	<=	2.4 MX 19 - WK AV	mg/L	01/07 - Weekly	24 - COMF
					Value NODI														
50050	Flow, in conduit 500 SO or thru treatment plant	1 - Effluent Gross	0	--	Sample	=	0.014	=	0.022	03 - MGD								05/WK - Five Per Week	TM - TOTAL
					Permit Req.														
					Value NODI														
80082	BOD, carbonaceous, 05 day, 20 C	1 - Effluent Gross	2	--	Sample	=	0.51	=	0.78	26 - lb/d			=	3.9	=	7.8	19 - mg/L	01/07 - Weekly	24 - COMF
					Permit Req.	<=	4.7 MO AVG	<=	7.5 MX WK AV	26 - lb/d			<=	25 MO AVG	<=	40 MX 19 - WK AV	mg/L	01/07 - Weekly	24 - COMF
					Value NODI														
82220	Flow, total	1 - Effluent Gross	0	--	Sample	=		=	0.413	80 - Mgal/mo								01/30 - Monthly	RT - RCOT
					Permit Req.													01/30 - Monthly	RT - RCOT
					Value NODI														

### Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

### Edit Check Errors

No errors.

### Comments

### Attachments

Name	Type	Size
IN0038873_001A_2012_01.pdf	pdf	56782

### Report Last Saved By

DOE CREEK MIDDLE SCHOOL

User: john.smith4369@gmail.com

Name: John Smith

E-Mail: john.smith4369@gmail.com

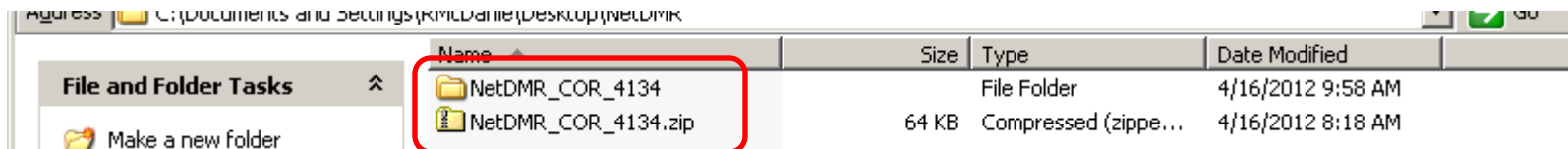
Date/Time: 2012-02-27 12:36 (Time Zone: -05:00)





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- From now on, your desktop NetDMR file will hold both the zipped (with “.zip”) and unzipped file for that COR



- Can logout of NetDMR by clicking on “Logout” near top of NetDMR screen

